

EDITED KSA LISTING

CLASS: TREATMENT TEAM SUPERVISOR

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Advanced knowledge of the attitudes, problems, behaviors, principles, techniques, methods, and trends in the treatment, training and rehabilitation of youthful offenders in order to effectively manage and oversee a wide variety of interdisciplinary treatment programs.
K2.	General knowledge of the purpose, organization and administrative practices of the Board of Parole Hearings and the CDCR in order to provide direction and guidance for the youthful offender case work management system.
K3.	Advanced knowledge of the principles and techniques of custody, supervision, discipline, and security of youthful offenders to provide a safe and secure work and living environment.
K4.	Advanced knowledge of the principles and techniques of personnel management, organization, administration and employee supervision and training to effectively provide guidance, direction and leadership to assigned staff.
K5.	General knowledge of a manager's responsibility in promoting equal opportunity in hiring and employee development to ensure an environment free of discrimination, violence and harassment for youthful offenders and staff.
K6.	Advanced knowledge of the administration of collective bargaining agreements, labor management relations policies and grievance handling in order to ensure compliance for employee related work issues and conditions (e.g., shifts, posting patterns, workload, etc.).
K7.	General knowledge of the principles and practices of organization administration including program planning, monitoring, evaluating, and budgeting in order to effectively manage youthful offender treatment programs.
K8.	Advanced knowledge of training and motivational techniques in order to enhance staff development and to promote a cohesive work and living environment.

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#	Knowledge, Skill, Ability
K9.	Advanced knowledge of the principles and techniques of personnel management and employee supervision in order to ensure appropriate management and accountability of treatment team staff members.
K10.	Basic knowledge of the psychology of youthful offenders in order to identify individual treatment/behavioral issues and access appropriate resources.
K11.	Advanced knowledge of court decisions affecting the rights of youthful offenders in the CDCR in order to ensure compliance with legal requirements and mandates.
K12.	General knowledge of diverse racial and cultural characteristics of youthful offenders and how these characteristics impact the correctional setting in order to maintain a safe and secure work/living environment.
K13.	Advanced knowledge of the practices and techniques of recreation, academic, vocational, education and counseling in order to provide the most effective treatment plan for youthful offenders.
K14.	Advanced knowledge of Departmental and institutional policies in order to ensure compliance with all CDCR rules, regulations and mandates.
K15.	Advanced knowledge of provisions and procedures of the DDMS and Wards Rights/Grievance System in order to ensure due process and compliance with departmental requirements in accordance with policies and procedures.
K16.	General knowledge of departmental programs (e.g., health and safety, training, suicide prevention, use of force, staff assault reviews/committee, etc.) in order to ensure compliance with departmental requirements and mandates.
K17.	Comprehensive knowledge of the investigative and interviewing techniques and procedures, report writing and preparation of concise and complete work in order to effectively respond to complaints, inquiries, fact findings, letters, etc. in accordance with departmental requirements.

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	Skill to:
S1.	Formulate programs for the treatment and training of youthful offenders committed to the care of the CDCR in order to educate and rehabilitate.
S2.	Apply the principles, techniques, and trends in the development of a treatment program for youthful offenders in order to carry out the mission of the CDCR.
S3.	Communicate effectively at a level necessary to establish and maintain professional and cooperative relationships within treatment teams, sections of the institution and community stakeholders.
S4.	Establish and maintain professional and cooperative relationships within treatment teams, sections of the institution and community stakeholders in order to carry out the mission of the CDCR.
S5.	Review case histories and interpret recommendations to staff in order to ensure public safety and establish strategies for the successful rehabilitation and reintegration of youthful offenders.
S6.	Coordinate an integrated team approach consisting of staff representing the disciplines of security, casework, mental health, counseling, recreation and the academic/vocational education program in order to ensure public safety and establish strategies for the successful rehabilitation and reintegration of youthful offenders.
S7.	Elicit cooperation, interest, and respect of an individual or a group of youthful offenders in order to maintain positive, pro-social relationships.
S8.	Apply fair, firm and consistent discipline to staff and youthful offenders in order to maintain accountability, due process and promote a safe and secure work/living environment

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	Skill to:
S9.	Prepare timely documents to disseminate and communicate information (e.g., reports, compliance reviews, outcomes, recommendations, audits, etc.).
S10.	Analyze situations accurately in order to make appropriate decisions and take effective action.
S11.	Think and act quickly in emergencies to ensure the safety and security of staff, youthful offenders and the public.
S12.	Supervise, plan, organize and direct the work of others in order to ensure the effectiveness of program operations by meeting deadlines, time constraints, and adjusting to changes and assignments.
S13.	Train, evaluate and discipline subordinate staff in order to develop staff, maintain accountability, and promote a safe and secure work/living environment.
S14.	Perform liaison and community relations duties in order to maintain professional cooperative relationships with outside and other governmental entities.
S15.	Meet with the public to inform them about the programs of the facility in order to establish and maintain public involvement and participation in accordance with the mission of CDCR.
S16.	Effectively promote equal opportunity in employment and maintain a work environment, which is free of discrimination and harassment to meet the department's EEO objectives.
S17.	Represent the Department's position on collective bargaining agreements to ensure compliance with various labor contracts.
S18.	Interpret and apply collective bargaining agreement and effectively respond to employee grievances to ensure compliance.
S19.	Effectively conduct interviews and investigations in order to identify facts and appropriately address issues of misconduct involving staff/youthful offenders.

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	Skill to:
S20.	Learn electronic word and data processing systems for information input and retrieval.

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	Special Personal Characteristics:
SPC1.	Emotional maturity and stability
SPC2.	Empathetic and objective understanding of the programs of youthful offenders
SPC3.	Willingness to work impartially with and accept the various racial, ethnic and cultural differences of staff and the youthful offenders in custody
SPC4.	Ability to inspire the respect and confidence of staff and youthful offenders
SPC5.	Demonstrated leadership ability
SPC6.	Honesty
SPC7.	Integrity
SPC8.	Tact
SPC9.	Patience
SPC10.	High moral standards
SPC11.	Punctuality and willingness to work irregular hours, including weekends and holidays, and to report for duty at any time emergencies arise
SPC12.	Sound physical, mental, and emotional condition
SPC13.	Strength, endurance, and physical agility necessary to meet with the demands of the job

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	Special Personal Characteristics:
SPC14.	Visual acuity and hearing sufficient to meet the demands of the job
SPC15.	Neat personal appearance
SPC16.	Keenness of observation
SPC17.	A continuing satisfactory record as a law-abiding citizen
SPC18.	Willingness to travel